



## Search Consultant / Recruitment Researcher

### About Us

We are a specialized search & advisory firm, with a global network of consultants across with strong global alliances in the European & American markets, offering tailored recruitment solutions supported by our international network. We draw on our time-perfected search methodologies to ensure fast and resourceful delivery of the leading talent within the region.

Our specialist practices work together across geographies and business lines, to provide clients with seamless local service combined with the depth and vision of a global firm. Our team has solid experience from their various sectors and our senior consultants have backgrounds as leaders in their industry practices. Our daily work gives us extraordinary insight into the latest industry talent trends - from global business alignment to cutting-edge entrepreneurship. Our knowledge is your power.

### Role Summary

Do you enjoy hunting for information online? Are you a creative, out-of-the box thinker? Would you like to work independently from your home office as part of a growing team? Join a rapidly growing Executive Search firm. As a Search Consultant, you will lead all search efforts to identify viable professional candidates meeting a wide array of job order profiles.

We seek to recruit **Search Consultants / Recruitment Researchers** in the following key sub sectors for various locations in Africa & the Middle East for our growing executive search firm!

- Banking & Financial Services / Investment Management / Private Equity
- Fast Moving Consumer Goods / F&B / Pharma / Retail
- Industrial & Manufacturing / Agribusiness
- Hospitality / Real Estate & Construction / Consumer Services
- Telecommunications & Information Technology / Media

The successful candidates will work closely with assigned Partner(s) across the firm.

### Primary Relationships

The position reports to the Partner in charge of the Practice. Within the organization, the position has primary working relationships with the Partners, Business Development Consultants, Senior Consultants and Researchers. Externally, you will work with clients, candidates and service providers.

Are you already a recruiter, business development / client facing professional in the sector with strong industry contacts, this is the perfect way to get it off the ground. This is an opportunity to



leverage on our existing global platform and reputation.

### **Key Responsibilities**

- Conduct searches for qualified candidates that meet specific detailed job requirements for a wide variety of professional positions located across the United States;
- Identify and present potential candidates from major job boards such as Monster, Career Builder, Indeed, The Ladders, and many others;
- Leverage various social media tools such as LinkedIn, Facebook, Twitter, Google+, Jigsaw, ZoomInfo, and many others to identify potential candidates for the recruiters to contact;
- Proactively promote and market select candidates through private recruiting networks and other recruiting colleagues to facilitate placements;
- Conduct occasional qualifying phone interviews with potentially viable candidates;
- Prepare brief executive summaries of candidate research findings to Management and Recruiters;
- Upload and maintain all current client and candidate information and recruiting notes in company's online network database;
- Assist with data input and minor accounting activities on a periodic basis;
- Provide additional administrative support as needed to facilitate growth of the business;

### **Qualifications / Skills**

- Experience in headhunting, recruitment research or “sourcing” assignments within a recruitment agency or executive search firm, relevant industry or another equivalent professional environment;
- Previous experience as a recruiting researcher is a plus, but not required; qualified candidates from any background are encouraged to apply;
- Exceptional analytical research skills with the ability to source targeted information
- Tech-savvy personality, fully embracing all forms of information and communication resources
- Exceptional written and verbal communication skills
- High level of attention to detail, particularly with written communications
- Fluent with Microsoft Office Word, Excel, and PowerPoint
- Maturity to work remotely and autonomously, as part of an integrated team, with little supervision while maintaining the self-discipline to achieve targeted goals
- Natural competitive drive with a passion to succeed
- Previous industry experience in one of our specialized practices a plus, but not required



### **Ideal Profile**

We will only shortlist and interview candidates that we feel have relevant or transferable experience and the drive, commitment and absolute integrity to succeed in and contribute to the growth and development of a fast-paced specialized search firm.

### **Location**

Flexible (preference is to be based in Lagos, Abuja, Abidjan, Dakar, Johannesburg, London, USA, UAE, Nairobi or elsewhere in East Africa).

### **Compensation**

We offer an internationally competitive and attractive compensation, commensurate with experience which also includes commission of up to 20% on leads generated and an annual bonus based on achievement of individual and institutional goals.

### **Application**

To apply, complete an application questionnaire on this [link](#) and send a copy of your updated resume with the completed questionnaire to [hello@talentstoneafrica.com](mailto:hello@talentstoneafrica.com) indicating on your cover letter your preferred location. Visit [www.talentstonesearch.com](http://www.talentstonesearch.com) and [www.talentstonefinance.com](http://www.talentstonefinance.com) for more details.

Please note that applications will be treated on a rolling basis and only shortlisted candidates will be contacted.

**\*\* Referral fee applies for the introduction of a successful candidate for placement. Terms & conditions applies.**